



FOUNDATION NEWS

December 2020



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**WHAT YOU SPEND ON
CAMPUS ... STAYS ON
CAMPUS**

Surplus funds generated by all Cal Poly Pomona Foundation operations go back to the University to provide financial and facility resources to benefit students, faculty, and staff.



**Cal Poly Pomona
Foundation**

foundation.cpp.edu

Holiday Closure for Foundation

The Foundation administrative offices located in Building 55 (financial services, grants and contracts, employment services, dining services, real estate, marketing and administration) will be closed starting Thursday, December 24 and will reopen on Monday, January 4, 2021.



Happy Holidays!

Foundation Town Hall Meeting Recap

Did you miss the Cal Poly Pomona Foundation Town Hall meeting that took place on Thursday, November 5, 2020?

Check out the recap episode of Foundation 411, the podcast for all things Cal Poly Pomona Foundation:

<http://foundation411.buzzsprout.com/1012195/6446863-ep-14-town-hall-meeting-november-5-2020>

Mark your calendars! The next virtual Foundation Town Hall Meeting is scheduled for Wednesday, February 10 at 9:30 a.m.



Mark Your Calendars!

DECEMBER 2020

- 12/19 First Day of Winter Session
- 12/21 First Day of Winter
- 12/24 - 1/4 Holiday Break



JANUARY 2021

- 1/4 Foundation and Campus Reopens
- 1/18 Martin Luther King, Jr. Day (**Foundation and Campus Closed**)
- 1/21 Last Day of Winter Session
- 1/23 First Day of Spring Semester



Centerpointe Dining Commons Donates Over 130 Thanksgiving Dinner Packages

The Cal Poly Pomona Foundation and Centerpointe Dining Commons partnered with the Poly Pantry and the Basic Needs initiative within the Division of Student Affairs to provide Thanksgiving dinner packages to Cal Poly Pomona students, faculty and staff experiencing food insecurity.



Although Foundation Dining Services has offered the option to purchase a fully-cooked Thanksgiving Dinner Package in the past, this year, Centerpointe Dining Commons collaborated with the CPP Basic Needs Initiative to provide the opportunity to gift a complete dinner package to a colleague or donate to a student/employee in need. In addition, the Foundation donated two meal passes to the Poly Pantry for every purchase of a full turkey dinner. The full turkey dinner was priced at \$84.95 and included a 10-14lb fully-cooked oven-roasted turkey, home-style turkey gravy, home-style herb stuffing, mashed potatoes, farm to table harvest vegetables from Spadra Farm and much more.

This program allowed the Cal Poly Pomona Foundation to donate over 130 turkey dinners to a Bronco in need this holiday season! Thank you to all of our donors and to those who purchased a dinner package. This would not have been possible without our incredible Foundation and Cal Poly Pomona family.





Here is what our Thanksgiving Dinner Package Donees had to say about their meal:

"I do value the contribution from the sponsors, as a student who got the grant. In this tough moment, it means a lot to us."

"This Thanksgiving banquet was such a blessing. It sincerely made our family appreciate everything we have. Not only did it taste delicious, but it brought so much joy to our souls."



"We are so appreciative towards all who contributed planning, preparing, making and donating towards this Thanksgiving meal. Our family would not have been able to make a turkey dinner this year due to the coronavirus, and we are fortunate and grateful for this opportunity."

"Thank you so much for the beautiful Thanksgiving dinner. My family and I really cherished this dinner that we received, for it was not only delicious, but it allowed us to see the positive that has occurred to us during these bleak times. It's hard to appreciate the small things when negativity seems to have engulfed 2020. It has also allowed us the opportunity to think about how we can affect others with small acts of kindness."

"Thank you to everyone who made this possible. Me and my children had an amazing Thanksgiving because of the donation. The food was so good. The turkey was so moist, flavorful and everything was super easy to heat up with my kids. My daughter wanted to decorate the table all fancy and we had a great dinner. Thank you again."





Here is what our Thanksgiving Dinner Package Purchasers had to say about their meal:

“This was the first time our family ordered a Thanksgiving meal because we are very picky. The food was delicious, and it completely cut out the stress of the holiday. We will be ordering again next year.”

“Delicious meal, the most tender and tasty turkey we’ve ever had. Ordering again next year!”

“It was delicious! The turkey was juicy, well-seasoned and perfectly cooked, the vegetables were crisp and tasty, the potatoes were perfectly buttery and fluffy, the rolls were amazing, and don’t even get me started on those pies! I have a small family (four people) and it was the perfect amount, and the leftovers weren’t overwhelming. It exceeded my expectations, and I will definitely recommend this to others!”

“This is the fifth year I have purchased the Thanksgiving Dinner Package and it never disappoints. The best compliment comes from my daughter who said - “Don’t tell grandma, but this turkey is so much better!” Looking forward to the upcoming Holiday Ham Dinner Meal! P.S. I also wanted to add that the people who loaded the box into my car were so nice. It was a brief interaction, but they were so pleasant and happy. A little goes a long way, and that makes a difference.”



Introducing... Discounted Commuter Meal Plans!

Foundation Dining Services has heard your request to lower Commuter Meal Plan prices!

This temporary price drop special is something you do not want to miss, so be sure to take advantage of the deal while you can.

Remember: BroncoPass Plans never expire.

To purchase a Commuter Meal Plan, please visit <https://www.foundation.cpp.edu/broncobucks/commuter-meal-plans.aspx>.



Commuter Meal Plan
Temporary Price Drop Special

SAVE 20% Blocks of 10 Centerpointe Meals ~~from \$87.50~~ now \$70

BroncoPass 10	\$190 - \$169
10 Centerpointe Meals + 100 Bronco Bucks	
BroncoPass 20	\$375 - \$319
20 Centerpointe Meals + 200 Bronco Bucks	
BroncoPass 30	\$555 - \$449
30 Centerpointe Meals + 300 Bronco Bucks	

BRONCOPASS PLANS NEVER EXPIRE!
1 BRONCO BUCK IS EQUIVALENT TO \$1. BRONCO BUCKS CAN BE USED FOR FOOD, BOOKS, AND MORE...

CLICK HERE TO BUY NOW

Purchase a Holiday Ham Meal from Centerpointe

Doesn't it feel like every year the holidays sneak up and catch us unprepared?

For the first time ever, Centerpointe Dining Commons will be offering fully cooked holiday ham meals!

Information and pricing will be posted soon to cppdining.com. Ordering begins Monday, December 7 through Wednesday, December 16.

ENJOY A HOLIDAY HAM DINNER

FOR EACH HAM DINNER PACKAGE ORDERED, DINING SERVICES WILL DONATE TWO(2) SINGLE MEAL SERVINGS TO STUDENTS FACING FOOD INSECURITY.



\$89.95 TAXES INCLUDED

(SERVES 6-8 people)

Re-heating instructions

A HOLIDAY HAM DINNER PACKAGE INCLUDES THE FOLLOWING:

- | | |
|---|---|
| 1 Fully Cooked Pineapple Honey Glaze Spiral Cut Ham | 1 Pint of House Cranberry Sauce |
| 2 Quarts of Buttered Mashed Potatoes | 1 Family Sized CPP Grown Harvest Vegetable Salad and Dressing |
| 1 Quart of Home-Style Turkey Gravy | 1 Dozen Dinner Rolls |
| 2 Quarts of Home-Style Mac & Cheese | 2 Pies (Apple and/or Boston Cream Pie) |
| 1 Quart of Green Beans and Baby Carrots | |

Special thanks to our friends at Spadra Farm and the Department of Agriculture for their "Farm to Table Harvest Vegetable" donations, and the continued support of our Campus Basic Needs Initiative.

Ham(s) and side(s) available for individual purchase.

Share the holiday spirit and donate a Holiday Ham Dinner package to a CPP student/CPP employee in need.

In partnership with the Basic Needs Initiative within the Division of Student Affairs and Cal Poly Pomona Foundation, Cal Poly Pomona students and employees who may have been impacted by the COVID-19 pandemic or another unexpected hardship will be selected to receive a donated Holiday Ham Package. The more donations that we receive, the more students and employees that can be supported. Donated Holiday Ham Dinner Packages will be provided while supplies last.

Visit CPPDining.com for ordering and donation details starting Monday, December 7.

Employment Services Updates

Kronos Upgrade

Foundation Employment Services is upgrading Kronos from Workforce Central 8.1 to Kronos Workforce Ready. The new cloud-based system is anticipated to go live in January 2021 and will help better manage your entire Foundation employee information, from pre-hire to retirement.

The tools are designed to streamline processes and help empower employees and managers as it relates to applying for jobs and personal choices for company-provided benefits. Greater visibility will also allow Employment Services to manage complex Federal and State regulations.

Further communications regarding training for employees and managers will be forthcoming.

Year-End Reminders

Update Your Personal Information in the Kronos Employee Self-Service System

As we approach the end of 2020, Foundation Employment Services would like to provide you with some courtesy reminders to update your personal information. Keeping your information updated is important so that you don't miss out on important notices, such as information regarding Form W-2, Wage and Tax Statement.



If you need to make any changes, please do so by end of day on Sunday, December 27, 2020.

Please also take note of the following reminders:

Address Change: Verify your address shown on your pay statement. If you have a change in your mailing address, please change your address via the Employee Self-Service or notify Foundation Employment Services.

Consent to Receive Electronic W-2: To receive your Form W-2 electronically, you will need to complete a one-time consent via the Employee Self-Service.

Form W-4, Employee's Withholding Allowance Certificate: Now is the time to check your Federal and State tax withholding allowances. Did you have a life event, gain or lose a dependent or have major changes in your family income? If you answered yes to any of these questions, you may need to file a new Form W-4.

Please remember that it is your responsibility to ensure that your information is up-to-date. If you have any questions or need assistance, please feel free to contact the Payroll Department at fdnpayroll@cpp.edu.



Financial Services Updates

Did you know? Until the U.S. Federal Reserve was created in 1908, individual banks could create their own money!

Budget Season is Fast Approaching!

The Foundation is getting ready to kick off 2021-2020 budgets in the coming months. As we did last year, the Foundation will soon be requesting that the units prepare and upload the proposed budgets, forecasts and division business plans for our review. Stay tuned for updates on this with dates!

We understand there are uncertainties under the impact of the pandemic. The Foundation will follow the guidance of the University on virtual learning schedules in the next Spring and Summer and develop the budgets. We would like to appreciate everyone's efforts on this in advance.

Foundation Cashier Hours

Reminder - The Cal Poly Pomona Foundation Cashier's hours are as follows:

Monday - Thursday

8:30 a.m. – 12 p.m. & 1 p.m. - 4 p.m.

Friday - Sunday

CLOSED

Upcoming Accounts Payable Deadlines for December 2020

Request for Payments, Reimbursement Expenses, Request for Purchase Orders and Purchasing Card:

Request for Payments: Request for Payments should be submitted to the Foundation Accounts Payable **no later than 5 p.m. on Friday, December 18, 2020.** Upon approval of the paperwork received, checks will be issued and mailed out in the Wednesday morning mailing on December 23, 2020.

Our office is open on Monday, January 4, 2021, but we will process the first check run on Wednesday, January 6, 2021.

Purchase Orders Requests: All Request for Purchase Orders should be submitted to the Foundation Accounts Payable Department, **no later than 5 p.m. on Friday, December 18, 2020.**

Grants and Contracts: For Grants and Contracts, all expenditure requests must be submitted **no later than 5 p.m. on Friday, December 18, 2020.**

Purchasing Card: Statement Expenses should be submitted to the Foundation **no later than 5 p.m. on Monday, December 14, 2020.**

This timeframe allows for approval and processing. Please contact Accounts Payable Department at pswong1@cpp.edu or 909-869-2907 if you have any further questions.

Accounts Payable Department Updates

For disbursement voucher, service invoice, stipend and purchase order forms (excluding Grants and Contracts), please email the supporting documents to foundationap@cpp.edu. Signature authorizations may be given through digital means (Adobe/DocuSign), email approval or a scanned signature. As a reminder, please do not include any sensitive information such as vendor data record, W-9 and Electronic Funds Transfer (EFT) sign-up forms; please fax them directly to 909-869-4549.



While not required, we strongly encourage you to utilize our Webform Request System. You can submit PO requests, invoices and service invoices through One Solution using Webform Requests. Please use the object codes starting with 7XXX when submitting your request. Login information such as User ID and password is required to use our Webform Requests. Please contact Debbie Chavez at debrachavez@cpp.edu or 909-869-2909 if you need access to One Solution.

Webform Training Modules are available below:

<https://www.foundation.cpp.edu/content/media/f/onesolution/PaymentRequest.mp4>

<https://www.foundation.cpp.edu/content/media/f/onesolution/PO-Request-Webform.mp4>

For Purchasing Card Statement Expenses and Travel Authorization Expense Report forms (excluding Grants and Contracts), please email the supporting documents to foundationap@cpp.edu. You can upload the supporting documentation by using the “Receipt Imaging” feature in the Wells Fargo CCER system for the Statement Expenses via mobile and desktop.

Wells Fargo Receipt Imaging Training Module is available below:

https://wholesale.wf.com/wellsone_videos.

Accounts Payable Contacts

Accounts Payable Department Email: foundationap@cpp.edu

General Business Manager

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Accounts Payable Specialist (AP/P-Card/Travel-Concur)

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909-869-3760



WEB FORMS

CentralSquare has 6 web forms available for use on the Campus Workspace interface which can be utilized for both Foundation and Philanthropic Foundation accounts

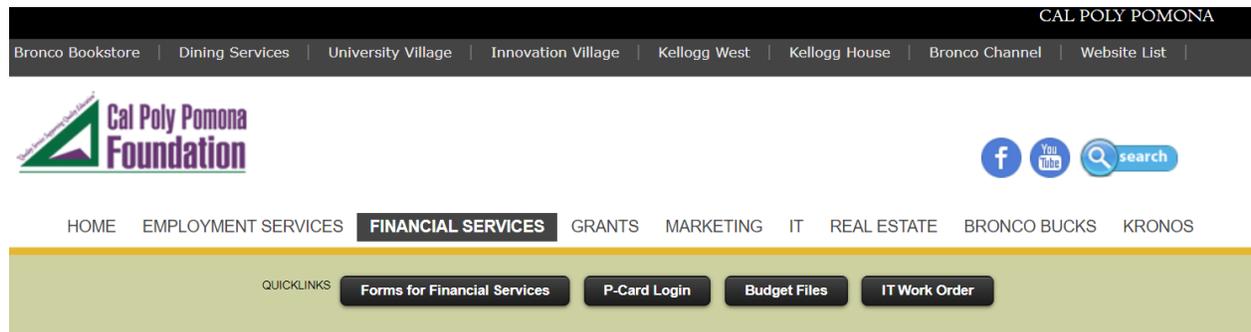
- | | |
|-------------------------------|----------|
| 1. Payment Request | APOHCSPR |
| 2. Reimbursement Request | APOHCRR |
| 3. Interdepartmental Transfer | GLJECSDT |
| 4. EFT Bank Information | PEUPCSEB |
| 5. PO Request | POUPCSPR |
| 6. AR Invoice Request | ARBTCSUB |

The screenshot displays the Campus Workspace interface with a sidebar menu on the left and a main content area with several panels. The sidebar menu includes 'Campus User', 'Campus Workspace', 'Project Overview', 'Task List', and 'Main Menu'. The main content area is divided into several panels: 'Reports', 'Budget', 'Endowments', 'Inquiry', 'Grants Reports', 'Web Forms', and 'Web Form Inquiry Reports'. The 'Web Forms' panel is circled in red and lists the following items: Payment Request Webform, Reimburse Request Webform, EFT Bank Information, Interdepartmental Transfer Webform, PO Request Webform, and AR Invoice Request. The 'Web Form Inquiry Reports' panel lists: 50- Inter Departmental Transfer Requests- by Requestor, 52- Payment Requests- by Requestor, 54- Reimbursement Requests- by Requestor, and 53- Purchase Requests- by Requestor.

Benefits to using Web Forms

- Efficiency
 - Elimination of paper
 - Streamlines processing – saving time and cost
- Accountability
 - Structured, controlled and managed by a task list
 - Trackable service levels with increased efficiency provided by workflow processes
- Control
 - Document upload- online visibility
 - Task assignment and escalation visibility
 - Email notification

Training videos on how to use the web forms are located on the Foundation Website under
Foundation Services : Training Modules



FINANCIAL SERVICES

- FINANCIAL SERVICES HOME
- FORMS FOR FINANCIAL SERVICES
- WEBFORMS WORKFLOW
- ONESOLUTION V18 LOGIN
- P-CARD LOGIN
- BUDGET FILES/TEMPLATES
- MONTH END CLOSE SCHEDULE 2019-20

INFORMATION

- POLICIES/PROCEDURES
- FINANCIAL FACTS
- INTERNAL MANAGERS

TRAINING MODULES

One Solution Training

Training Modules

- [Inter Departmental Transfer Webform – Module](#)
- [PO Request Webform - Module](#)
- [Payment Request Webform - Module](#)
- [EFT Webform - Module](#)
- [OneSolution v18 – Cognos Reporting](#)
- [OneSolution v18 Training – Campus Users](#)
- [OneSolution v18 Training – Foundation Users](#)

If you are interested in using web forms, please contact Debbie Chavez @ debrachavez@cpp.edu to set up a one on one training session.



Innovation Brew Works Happenings ...



Innovation Brew Works Holiday Hours

Innovation Brew Works will be closed beginning Wednesday, December 23 through Friday, January 1 in observance of the holidays.

Operation and hours are subject to changed due to County Guidelines.

Growler Club Cards

Start the new year off with your favorite IBW beer in hand! Our 2021 IBW Growler Club membership cards are available to purchase in our taproom. Members can enjoy 12 growler fills throughout the 2021 year for just \$99! And with the holidays around the corner, these make a perfect gift for any beer enthusiast in your life.

Take advantage now as these will only be available while supplies last!



New Beer Releases

Just in time for the Holiday season, we have released a few new beers! Both beers are available in 22 oz. bombers or a growler fill-to-go.

Winter Formal: This Imperial Belgian Wit (9.2% ABV) is spiced with sweet orange peels and coriander. With tasting notes of bold banana, clove, orange and coriander spice, this brew has a warming boozy finish that is great to pair with any Thanksgiving meal.

Naughty and Nice: Chocolate Peanut Butter Rye Hefeweizen (4.2% ABV) is a medium-bodied brew containing a complex balance of Rye and roasted malts with subtle notes of bananas from the Hefeweizen yeast. It gives a peanut butter aroma, with smooth chocolaty flavors and a delicate finish of banana notes.

Holiday Sale!

20% off Bronco gear

visit us at

BroncoBookstore.com

for additional discounts
and specials

SHOP NOW!

*Restrictions may apply!

The Perfect Holiday Gift!

Cal Poly Pomona

Gift Card

Purchase online or for same day purchase/pickup,
visit Bronco Bookstore or Farm Store

You can use your CPP Gift Card at Bronco Bookstore, CPP dining venues, ASI box office, The BRIC and The Farm Store.

You can also use CPP Gift Card funds to make online purchases* at BroncoBookstore.com and on the Grubhub app for CPP campus dining venues

*CPP Gift Card funds must be transferred to your Bronco Access Card ID in order to make online purchases. Please call 909-869-3200 for details.

** Operations and venues are subject to availability.

TO PURCHASE ONLINE VISIT:

CPPFoundation.com/giftcard



Celebrate the Holidays with Chocolate Walnut Snowball Cookies!

Courtesy of Food Network Kitchen

INGREDIENTS

1 1/4 cups walnut halves and pieces
(about 5 ounces)
1 1/4 cups confectioners' sugar
1 stick (8 tablespoons) unsalted butter,
at room temperature
1/2 teaspoon pure vanilla extract
1 cup all-purpose flour
3 tablespoons unsweetened cocoa
powder
1/2 teaspoon fine salt
1/4 cup semisweet mini chocolate
chips



Image Credit: [Food Network Kitchen](#)

DIRECTIONS *(serves 3 dozen cookies)*

1. Position an oven rack in the center of the oven and preheat to 350 degrees F. Line a baking sheet with parchment.
2. Finely chop 1/2 cup of the walnuts and set aside. Process the remaining 3/4 cup walnuts with 1/2 cup of the sugar in a food processor until very finely ground, about 1 minute. Add the butter and vanilla and process until smooth, 30 seconds to 1 minute. Add the flour, cocoa powder and salt and process until most of the dough forms a ball and is completely combined. Scrape the dough into a bowl with a rubber spatula and fold in the chocolate chips and reserved chopped walnuts.
3. Roll mounded teaspoons of the dough into 1-inch balls and space evenly apart on the prepared baking sheet. Bake the cookies, rotating the baking sheet halfway through, until cracked on top and mostly firm but still slightly springy when pressed, about 18 minutes (they will firm up out of the oven). Cool the cookies on the baking sheet for 5 minutes; you want them to be slightly warm for the first tossing in sugar.
4. Meanwhile, put the remaining 3/4 cup sugar in a shallow bowl or pie plate. Toss the warm cookies very gently in the sugar until evenly coated. Transfer the cookies to a wire rack to cool completely, about 30 minutes, then toss again in the sugar so they are very white. The cookies will keep in a little bit of extra sugar in an airtight container for up to 1 week.





As we tie off the end of this year with the bliss of the holidays, in the spirit of the season, we at the Foundation would like to take a minute to express how thankful we are for you, our Foundation family, who strives to transform lives with your work every day.

2020 was not a traditional year, but the Foundation community has truly stuck together during this adjustment period. Whether you are working on-campus or are working remotely, the Foundation thanks you for your service to the Cal Poly Pomona community.

To all, thank you for your hard work that has brought us to this point. We send you our warmest wishes from home to home and from heart to heart.

Happy Holidays!



When you support the services that are owned and operated by the Cal Poly Pomona Foundation, you help students obtain on-campus jobs, and help fund scholarships, campus programs and educational grants. Foundation enterprises include Dining Services, the Bronco Bookstore, the University Village and Kellogg West Conference Center & Hotel.

As the largest employer of students on campus, the Foundation offers valuable work experience and hands-on training to approximately 1,500 Cal Poly Pomona students each year. The Foundation offers positions in various fields; whether it is in the area of technology, science, retail, culinary arts, hospitality management, leadership or research grants, these student employees participate in Cal Poly Pomona's learn-by-doing philosophy and acquire practical skills in their designated field of study.

The Foundation also contributes operating support to nearly 1,100 Foundation and scholarship programs every year, including Bronco Athletics and the Norman J. Priest Scholarship. In addition, the Foundation administers grants and contracts, contributes to campus security, and supports several university publications. The Foundation contributes over \$1 million annually to Cal Poly Pomona.

Because of your support, the Foundation is able to provide these beneficial services every year. Thank you for making your purchases on campus and contributing to the success of Cal Poly Pomona students and the university community.

